



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-612
Position Title: Assistant Foreperson
Series and Grade: KI-4403-00
Salary Range: \$40.42 Per Hour + 10% Night Rate
Promotion Potential: None
Opening Date: 06/18/08
Closing Date: 07/01/08
Location of Position: Plant Operations, Office of the Production Manager, Pre-Press Division, Proof and Copy Markup Section, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 3 (11:30 p.m. – 8:00 a.m.)
Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

This position typically involves assisting the Foreperson in managing and overseeing daily proofreading and markup operations primarily through the supervision of subordinate supervisors such as the Group Chief(s). Plans the sequence of work in accordance with standard practice or special instruction of the Foreperson and informs Group Chief(s) of job priorities, daily personnel assignments, equipment assignments, and daily division goals. Monitors the operation of the section by ensuring that jobs are being completed by priority and specifies the standard of quality and quantity to be met. Meets daily with Group Chiefs of preceding and following shifts to discuss what jobs have been completed, what jobs will need to be completed, personnel concerns, equipment concerns, supplies needed, and product testing and results. Informs Group Chiefs of any production delays or concerns and decides upon the proper solutions. Operates a PC for retrieving and generating data related to production, personnel, and materials. Makes recommendations on improving production methods, equipment performance, personnel practices, product quality, and efficiency and effectiveness of the division. Assists in creating goals and works with subordinates on ways to meet division goals. Gives instructions to subordinates on production improvement methods. Evaluates subordinates performance annually and makes recommendations for promotions when necessary and maintains files on employees to serve as documentation for performance appraisals. Enforces, and ensures subordinates are enforcing appropriate conduct, safety, and other GPO rules and regulations. Monitors and reports on OWCP cases. The incumbent of this position is designated to act in the absence of the Foreperson. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to supervise through subordinate supervisors.* To meet this screen out, **applicants must successfully meet all of the criteria in one of the following two options:**

Option 1 Criteria – Applicants must fully meet all of the following:

- 1) Successful completion of a formal, recognized apprenticeship or GPO journeyperson training program (or possess substantially equivalent practical experience in the trade of the above vacancy); **and**
- 2) Completion of at least two (2) years of subsequent journeyperson experience; **and**
- 3) Completion of one (1) year in a career or career-conditional appointment at GPO.

OR

Option 2 Criteria – Applicants who do not meet the above criteria may still qualify provided they fully meet all of the following:

- 1) Have a baccalaureate degree or three (3) years of responsible experience in the printing industry equivalent to the journeyperson level; **and**
- 2) Have two (2) years of experience in the printing industry of a scope and quality sufficient to carry out the duties of the position (one (1) year of which must have been at or comparable to the PG-12 level; **and**
- 3) Completion of one (1) year in a career or career-conditional appointment at GPO.

NOTE #1: Selectee may be subject to serving a one (1) year probationary period as prescribed by GPO Instruction 610.9A, “Probationary Period for Newly Appointed Managers and Supervisors.”

HOW YOU WILL BE EVALUATED:

If you meet the above qualification requirements, your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

Applicants should submit separate narrative responses to each of the job elements below.

Job Elements for this position:

1. Ability to supervise through subordinate supervisors. **(SCREEN OUT ELEMENT)**
2. Knowledge of pre-press operations, equipment, procedures, and processes to plan and organize work.
3. Ability to identify problems relating to manpower, equipment, quality, and schedules and implement solutions.
4. Ability to meet deadlines under pressure.
5. Ability to work with others to coordinate assignments.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. **If your application package does not provide all the information requested, you will lose consideration for the job.**

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center in Room C-106.

STEP 3: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HR Consulting Services
Aisha Maxwell
Phone: (202) 512-0666
TDD: (202) 512-1519

**To confirm receipt of your application, call:
202-512-1117.**

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.